



SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is a non-profit community development corporation located on the southeast side of Cleveland. SVD works with and for its residents, businesses, and institutions to promote civic engagement, community empowerment, and neighborhood investment.

JOB DESCRIPTION

Position: Housing Development Intern

Location: 5620 Broadway Avenue, Suite 200, Cleveland, OH 44127

Status: Part-time, 15-20 hours per week

Salary: \$10 - \$12 per hour

Duration: Fall Semester 2020

Reports to: Housing Development Director

Responsibilities:

- Neighbors Invest in Broadway
 - Assist with advertisements and online marketing of available homes
 - Show properties to potential buyers
 - Assist with evaluation of applicants
 - Identify, research, evaluate, and acquire homes to include in the program
 - Explain the program and its purpose to potential buyers and interested parties
 - Engage in weekly team meetings regarding strategies for acquisition and clearing titles of vacant homes
 - Other duties as assigned
- Slavic Village Rediscovered
 - Assist with property research and data collection for property acquisition
 - Locate current property owners and send letters
 - Assist with the preparation and execution of purchase agreements
 - Engage in weekly team meetings regarding strategies for acquisition and clearing titles of vacant homes
 - Other duties as assigned

While much of the work will be remote, the job will require occasional in-person, supervised work related to evaluating properties for acquisition, meeting with potential buyers, and showing properties.

Qualifications:

- Currently enrolled in Bachelor's program or higher, preferably in urban planning, real estate, marketing, or housing
- Interest in and appreciation for the urban environment and historic homes
- Excellent verbal and interpersonal skills
- Ability to work as part of a team
- Proficient with Microsoft Office

Please send resume and cover letter to Michelle Thomas at michellet@slavicvillage.org.